



## Tennessee Agricultural Enhancement Program

# Tennessee Cattle Improvement Hay Storage Facility Cost Share Program



### *Improving Quantity and Nutritional Quality of Hay Through Proper Storage*

The purpose of this program is to **increase farm income in Tennessee** by encouraging producers to improve quantity and nutritional quality of hay by using proper storage and management practices. This goal will be achieved by providing cost share funds for producers to install hay storage facilities. This cost share includes construction of new permanent hay storage facilities or the addition of a new hay storage shed to an existing structure.

This initiative is funded through an appropriation for farm development in the state's budget as proposed by Governor Phil Bredesen and supported by the Tennessee General Assembly.

#### **Cost Share Reimbursement**

Producers can apply for reimbursement of **35% cost share**, up to the maximum. **The maximum cost share available per producer is \$3,500 per program year.** Producers may submit only one hay storage application per program year. **Funding is limited and will be allocated on a first come, first served basis.**

#### **Cost Share Activity**

All projects and facilities must be **pre-approved** before any work is begun on the project. All proposed hay storage structures should conform to the minimum requirements and guidelines of the University of Tennessee Extension Service. These guidelines will be available at county UT Extension offices or from TDA website [www.picktnproducts.org](http://www.picktnproducts.org) or by calling 615-837-5323.

#### **Applicant Eligibility Requirements**

- Applicants must be Tennessee residents and operate a farm or agri-business located in the state
- Applicants must be 18 years of age as of January 1 of current year
- Applicants must own and manage at least 10 cows or hay producers raise at least 50 acres of hay
- Applicants with livestock must register their premises with the Tennessee Department of Agriculture (TDA) for the National Animal Identification Program. Applicants can register their livestock premises at Farm Service Agency, UT Extension, Farm Bureau or Tennessee Farmers Co-op locations. Premise registration forms and instructions are also available from TDA on-line at [www.tennessee.gov/agriculture/tpis](http://www.tennessee.gov/agriculture/tpis) or by calling (615) 837-5120
- Applicants must have demonstrated ability and financial capacity to complete the project
- Facilities must be constructed on producer owned land

#### **Application Period:**

Start accepting applications: January 2, 2007  
Deadline for receipt of applications: April 2, 2007  
Project must be completed by: December 31, 2007

**Any application postmarked before January 2, 2007 will be returned to applicant.**

Applications and additional details about program requirements can be found online at [www.picktnproducts.org](http://www.picktnproducts.org) or by calling TDA's Hay Storage Facility Coordinator at (615) 837-5323. Send e-mail inquiries to [Hay.Storage@state.tn.us](mailto:Hay.Storage@state.tn.us).

Applications are also available by contacting county offices of: 1) the University of Tennessee Extension Service; 2) Tennessee Farm Bureau Federation.

Applications will be approved on a first come, first served basis until the funds are depleted. Producers will have until December 31, 2007 to complete approved activities and submit reimbursement paperwork. Only projects that are **approved in advance** by TDA will be eligible for cost share assistance.

**Applications must include an activity budget with cost quotes.** Labor costs are only reimbursable if conducted by a professional contractor. Quotes for contracted labor must be provided. Funds cannot be used for salaries; therefore labor provided by an applicant or their employees is ineligible. Only applications that are complete and include sufficient information will be considered for approval. Incomplete applications will be returned for clarification and resubmission. A meeting and/or correspondence with the applicant

#### **Additional Cost Share Information:**

**Site Preparation:** The site must be well drained. Cost of site preparation is eligible, but cost of clearing land is ineligible.

**Additions:** New additions to existing buildings are eligible. Renovations of existing structures are ineligible.

**Roof:** Metal, shingles, or a polymer coated fabric (i.e. Cover-All, Clearspan, Super Structure, etc.) are eligible.

**Flooring:** Concrete or 4 – 6 inches of gravel on plastic is eligible.

may be required to discuss the application and potential project.

#### **TDA reserves the right to:**

- Reject any or all requests
- Provide partial funding for specific activity components that may be less than the full amount requested
- Provide funding contingent on receiving additional information or testimony from the applicant
- Consider each cost share request on a case by case basis
- Waive or modify minor irregularities in requests
- Require the applicant to work with TDA to complete all aspects of the application and reporting requirements
- Withhold payments that do not meet cost share conditions
- Require the applicant to repay funds if the facility is used for any uses other than hay storage within the first three years
- Monitor and evaluate each funded project
- Make site visits relating to the performance of the activity before, during and following completion

#### **Authorization Record**

A Grant Authorization and Project Record will be issued by the TDA for each approved application. Funding is not considered approved until the applicant

receives an approval letter and a copy of this form. Purchases made prior to the approved date are not eligible for reimbursement.

#### **Reporting Requirements**

Following the completion of the approved cost share activity, the producer will complete and sign the Grant Authorization and Project Record and return it to the TDA. Other items to be returned include:

- Receipts of actual expenses as outlined in activity budget, showing cost of the item(s) purchased, date of purchase, description of the item(s) purchased and names, addresses and telephone numbers of both buyer and seller
- Photograph of completed hay storage facility
- Completed Substitute W-9 Form

#### **Payments**

Following TDA review of the materials submitted and if no additional information or site visits are required, the Department will request payment to the producer.

*Falsifying applications, invoices or other documents submitted to the department may make that producer and farm ineligible to participate in present and/or future TDA programs and may result in civil litigation or criminal prosecution.*

#### **Contact**

Please direct any questions concerning this program to:

Tennessee Department of Agriculture  
Hay Storage Facility Coordinator  
P.O. Box 40627, Nashville, TN 37204  
(615) 837-5323 – Phone  
(615) 837-5194 – Fax  
Hay.Storage@state.tn.us

For more detailed information and support materials, go to [www.picktnproducts.org](http://www.picktnproducts.org).

#### **Applicant Checklist**

- Do you meet the eligibility requirements?
- Do you have your Premise ID? (Required for applicants with livestock.)
- Have you completed all sections of the application?
- Did you sign your application?
- Did you include cost quotes from the proposed vendor?
- Does your total request for cost share assistance fall within the maximum allotment available (\$3,500 or less)?
- Please make a copy of your application and support documentation for your reference.



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# TENNESSEE AGRICULTURAL ENHANCEMENT PROGRAM

## HAY STORAGE COST SHARE APPLICATION

|   |                         |   |  |                        |
|---|-------------------------|---|--|------------------------|
| (Please Type or Print Legibly)  |                         |   |  |                        |
| Date:   |                         |   | Office Use Only – Date Received  |                        |
| <b>APPLICANT INFORMATION</b>  |                         |   |  |                        |
| Last Name:  | First Name:             | Middle Initial:   | <input type="checkbox"/> Mr. <input type="checkbox"/> Miss<br><input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. | SSN or Federal Tax ID: |
| Farm Address (street, town, zip):   |                         | County:   |  |                        |
|   |                         | Home Phone #:   |  |                        |
| Mailing address (street, town, zip), if different than above:   |                         | Cell Phone #:   |  |                        |
|   |                         | E-mail address:   |  |                        |
| Premise ID number:  | Premise Account number: | Have you received TAEP funding previously?<br>Ag Growth/Producer Diversification      Cattle Improvement<br><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No |  |                        |
| 1. Type of cattle? <input type="checkbox"/> Beef <input type="checkbox"/> Dairy <input type="checkbox"/> Stocker  |                         | 2. Number in current herd?<br>_____ Bulls    _____ Cows<br>_____ Calves    _____ Stockers   |  |                        |
| 3. Type of hay produced:  |                         | 4. Total acres of hay produced:   |  |                        |
| 5. Number of years producing cattle:  |                         | 6. Total acreage farmed:  |  |                        |
| 7. What products do you currently produce:  |                         |   |  |                        |
| 8.a Did you have assistance in planning this project? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>(i.e., County extension agent, industry expert, specialized group or association) |                         | 8.b If yes, please indicate the source of planning assistance:  |  |                        |
| <b>Type of Hay Storage Structure Requested</b><br><br><input type="checkbox"/> New Construction <input type="checkbox"/> Addition to Existing Structure   |                         |   |  |                        |
| <b>- CONTINUED -</b>  |                         |   |  |                        |

## ACTIVITY BUDGET

Provide a **detailed, line-item budget** for the proposed activity using the format presented in the following table.

1. Research the costs related to your proposed activity.
2. List each item on a separate line.
3. Provide a cost quote source for each item.
4. Cost quote must be actual, not estimated.
5. Total the amount of cost share request. This amount cannot exceed the maximum of \$3,500.

| Item Description                                      | Source of Cost Quote | Cost | Cost Share Request<br>(35% of cost up to<br>\$3,500) |
|---|----------------------|------|--|
|   |                      |      |  |
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|   |                      |      |  |
|   |                      |      |  |
|   |                      |      |  |
| <b>Total Cost of Activity:</b>                        |                      |      |  |
| <b>Total Request for Cost Share:</b><br>(\$3,500 MAX) |                      |      |  |

*I certify that all the information on this application is complete, true, and factual to the best of my knowledge and belief. I understand that providing any false, fraudulent, or misleading information may result in penalties and/or make this farm/tract ineligible to participate in present and/or future Tennessee Department of Agriculture programs.*

*Producer Signature*

*Date*

**Mail to:**

**TN Dept. of Agriculture  
Attn: TAEP Hay Storage  
P.O. Box 40627  
Nashville, TN 37204**

**Applications must be received or  
postmarked between:**

**January 2, 2007 and April 2, 2007**

**Contact:**

**TAEP Hay Storage  
(615) 837-5323  
[Hay.Storage@state.tn.us](mailto:Hay.Storage@state.tn.us)**

### OFFICE USE ONLY

Date of Approval:

Amount Approved:

Notes: